

THE CENTER'S



Assemblies Workshops Residencies

ASSEMBLY TECHNICAL REQUIREMENTS

CARL WEINTRAUB

In order to facilitate a successful assembly, please ensure the following guidelines and items are provided and ready upon arrival at the school.

Staging: A secured, clean, open area is needed for the assembly. The minimum size area needed is 10' x 10'. Stage is not required.

**Artist Needs: Sound system
 One parking space
 House lights turned on**

Artist will arrive approximately 30 minutes prior to the scheduled performance date. Upon the artist's arrival, a representative from the school should be on hand to greet and direct her to the performance area.

It is important that assemblies begin promptly at scheduled times. Arts Teach artists often have performances immediately following at other locations. Performances that begin late due to school delays may result in cancellation. Please have students arrive at least 5 minutes before the performance start time to ensure ample time for performers to complete their entire program. A maximum of 350 students is recommended per assembly.

Teachers set the example for students and strongly affect their behavior at the performance. To encourage maximum learning and program effectiveness we ask that teachers actively participate in the assemblies and refrain from grading papers or doing other work at that time. Your cooperation is greatly appreciated.

Please let us know if there is anything we can do to assist your school/organization in this arts experience.

THANK YOU!